

# Burwash Parish Council

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Minutes of the **Virtual** Burwash Parish **Community & Communications Working Party** meeting held at 19.00 on Thursday 13<sup>th</sup> January 2022.

The meeting was conducted using Zoom Meeting Space and was recorded.

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**In Attendance:** Cllr. Brian Newman (Chair), Cllr. Keith Lloyd, Cllr. Fiona Hosein, Cllr. Berry Wraight, Cllr. Amy Mack, Sylvie Franklin and Halina Keep

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**Apologies:** Cllr. Dominie Stemp.

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**Meeting opened:** 19.00

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**1. Apologies for Absence.**

As above.

**2. Disclosure of Interest.**

Cllr. Hosein declared as the Chair of the Burwash Playing Fields Association (BPFA) and the Secretary for Burwash Primary School.

**3. Accuracy of the minutes of the previous meeting.**

The minutes of the last meeting were accepted by members of the working party as an accurate record of the meeting and recommended for adoption by the Clerk as the Full Council advisory meeting held on 11-01-22.

**4. Updates.**

**a. How the Council presents itself to the community.**

Cllr. Lloyd noted that as meetings were virtual again the previous idea of handing out a questionnaire face-to-face couldn't take place.

It was agreed to include the questionnaire in the proposed resident newsletter that is being sent to the parish in February.

**Action:** Cllr. Lloyd to liaise with the Clerk on timings and prepare the final document.

**b. Jubilee Celebrations.**

Discussion was had regarding the circulated document on formal events and ideas for the Queen's Jubilee celebration.

Members agreed to use the celebration to raise the profile of the parish council and for the Parish Council to be involved in organising and event(s) to really add value to the celebration.

Halina and Cllr. Hosein noted that there is a Community Fund that was originally set up for the Diamond Jubilee in 2012.

Members noted that other organisations had started planning events.

Members voted to set up a meeting on 27-01-22 to specifically discuss plans.

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**Action:** The Clerk to contact organisations that could be involved or are planning their own event and invite them to attend the meeting on 27-01-22.

**Action:** The Clerk to pull together a list of potential activities and costings on commemorative mugs / coins for the meeting with estimated timelines against each activity for discussion at the meeting on 27-01-22.

**Action:** The Clerk to speak to the Environment & Maintenance working party regarding tree planting activity.

**c. Parish Noticeboard.**

The Clerk confirmed that the noticeboard had been ordered and we are waiting on delivery and installation.

**5. Bus Stops / Information Points.**

The Clerk confirmed that the bus stops owned by the parish council were at the entrance of the car park in the village, the edge of Hornbeam at Strand Meadow and the end of Vicarage Road in Burwash Common.

Members discussed the smaller stop opposite The Wheel in Burwash Common.

Members voted to ensure that all bus stops are to have a makeover for the Jubilee and would form part of a priority for the planned Love Burwash day on 2<sup>nd</sup> April 2022.

Ideas included hanging baskets or flower troughs with the potential for sponsorship from local businesses.

**Action:** To be included on the agenda for the next meeting.

**6. Business Noticeboard.**

Discussion was had regarding promoting businesses through a noticeboard.

Cllr. Wraight highlighted the idea of a flower trough with a fence backing. Please click on the link for an example: <https://www.gardentimberonline.co.uk/product/planter-with-panel/>

**Action:** Item to be placed on the agenda for the next meeting.

**7. Community Noticeboard.**

Discussion was had about the use of the fence opposite the parish office. It was thought that this could feed into something on the side of the bus stop at the edge of the car park. Members felt that there should be a noticeboard in Burwash Common & Weald.

**Action:** Cllr. Lloyd to speak to the Pavilion committee about the possibility of having a board there.

(Cllr. Lloyd left the meeting 19.48)

**8. Obituaries.**

Cllr. Wraight noted that there could be more sharing across the community of deaths in the village so that everyone had the correct information and ability to pay their respects.

**Action:** The Clerk to contact Waterhouse Funeral Directors and offer the parish council's ebuletin and other means available to announce deaths in the village.

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## 9. Parish Newsletter.

Cllr. Newman reported that communication to each household would be sent out from the parish council in February mainly to explain the financial plans for 2022/23. If anyone has any ideas for other items to be included please contact Cllr. Newman.

Cllr. Mack suggested an introduction to each Councillor could be profiled in the Burwash magazine or ebulletin.

## 10. Items to be included on the next agenda.

- Updates on actions as above.
- Queen's Jubilee.
- Bus Stop / Information Points.
- Business noticeboard.
- Movement of dog waste bins.
- Flagpole.

## 11. Date of the next meeting.

Thursday 27<sup>th</sup> January 2022 – 7pm – Virtual meeting.

**ENDS 20.03.**

**X**

Cllr. Brian Newman  
Chair Community & Communications Working P...